

**TOWN OF UNDERHILL  
SELECTBOARD SPECIAL MEETING MINUTES  
Underhill Town Hall  
Wednesday, June 21, 2017, 8:00 a.m.**

**Selectboard:** Rick Heh, Kurt Johnson and Pat Sabalis

**Town Staff:** RaMona Sheppard, Sherri Morin

**Public:** None.

**8:15 a.m. Call to order, adjustments to agenda.** Meeting called to order by Rick Heh. Additions to the agenda include vacation carryover and Selectboard rules of procedure on payroll warrant.

**8:17 a.m. Public Comment Period.** None.

**8:18 a.m.** Discussion about vacation carryover for staff. Chair moved that the town align all vacation carryover and accrual to a calendar year effective January 1, 2018. Kurt Johnson seconded and the motion passed 3-0.

Discussion about capping vacation carryover. Chair moved that the town limit carryover of vacation time to 80 hours without special request to the Selectboard. Kurt Johnson seconded and the motion passed 3-0.

Chair moved to approve the carryover of accrued vacation hours for Sherri Morin in the amount of 168 hours, for RaMona Sheppard in the amount of 54 hours and for Andrew Strniste in the amount of 64 hours. Kurt Johnson seconded and the motion passed 3-0.

**8:30 a.m.** Discussion of vacation coverage for Town Clerk.

**8:37 a.m.** Discussion of warrants for payroll and auditors' concern about controls. Going forward, the Treasurer will scan a copy of the Treasurer's warrant to the Selectboard for it to compare the Treasurer warrant to the warrant provided to the Selectboard.

**8:43 a.m.** Budget status report by Finance Director. Discussion about approval of road crew spending when Road Foreman is not present or on vacation. Consensus is that when Road Foreman is not present, members of the road crew must first obtain permission from the Finance Director or Selectboard for spending in excess of \$200.00. For spending below the \$200 threshold, exclusive of spending on minimal day-to-day operating expenses, road crew must notify the Road Foreman or Finance Director.

**9:10 a.m.** Review of Historical Budget vs. Actual Revenues and Expenditures. Discussion ensued about a debt policy, depreciation expenses as a line item, capital reserve, emergency reserve and definition of emergency, standardization of purchase orders, compensatory time for hourly employees, research alternative phone line and role of the new Highways, Infrastructure and Equipment Committee in

recommending capital improvements to the Planning Commission, which will forward recommendations to the Selectboard.

**11:05 a.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard unanimously voted to adjourn.

Submitted by Pat Sabalis

Read and Approved as submitted/amended

A handwritten signature in black ink, appearing to read "R. Heh", is written over a horizontal line.

Rick Heh, Chair